B. Procedure

All personnel shall deadline unserviceable vehicles at the City shops when possible.

The deadline information log, located in the armory or division, shall be completed on all deadlined vehicles.

1. Deadlining unserviceable vehicles at the City shops: A Vehicle/Equipment Maintenance Request shall be completed and approved by a supervisor. When the shops are open, the vehicle keys and the report shall be turned in at the shops maintenance desk. When closed, the report shall be left with the keys in the deadline box at the shops.

2. Deadlining vehicles at City Hall:
   a. A Vehicle/Equipment Maintenance Request shall be completed. The report and keys shall be left on the Equipment Services Assistant's desk.
   b. The City shops shall be notified of deadlined vehicles at City Hall.

3. Minor vehicle maintenance:
   a. Minor vehicle maintenance, which would not render a vehicle unserviceable, shall be noted on the Vehicle Equipment Maintenance Request advising the Equipment Services Assistant of the needed repair.
   b. Appropriate repairs will be made at the shops during the next scheduled maintenance period.

4. After-hours minor repairs:
   a. Vehicles may be taken to an authorized service station when the City shops are closed.
   b. Vehicles may receive minor repair at a facility designated by the City shops for such purpose.
   c. The driver shall show City of Lakewood identification.
   d. The vehicle number or plate number shall appear on the charge slip.
   e. The charge slip shall be signed by the driver.
f. The driver shall forward the customer copy of the charge slip to the Patrol Support Coordinator.

4324 SEATBELT USE

A. Policy

The use of seatbelts in motor vehicles is known to help prevent injuries and deaths in traffic collisions. Colorado state law, Lakewood Municipal Traffic Ordinance, and Lakewood Personnel Policies require the wearing of fastened safety belts by occupants while the motor vehicle is being operated.

C. Rule

1. All Lakewood Police Department employees shall wear fastened seatbelts while operating or riding as a passenger in any City vehicle so equipped.

2. Sworn personnel may unbuckle the seatbelt:
   a. Within the immediate vicinity of arriving on the scene of any call.
   b. In preparation for initiating a vehicle or pedestrian contact.
   c. While the vehicle is stopped and the transmission is in the "park" position.
   d. If the agent needs immediate emergency access to his sidearm.
   e. In the case of a specific tactical situation.